

22 AUG 1977

MEMORANDUM FOR THE RECORD

STATINTL

FROM: [REDACTED]
Chief, Real Estate and Construction Division, OL

SUBJECT: Proposed Headquarters Recreational Facility -
National Capital Planning Commission Coordination

REFERENCE: MFR dtd 16 Aug 77 fm C/RECD/OL,
subject: Status of Efforts re Implementation
of Recreational Facilities at Headquarters
Compound

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1. Per the guidance of Mr. Charles Conrad, Executive Director, National Capital Planning Commission (NCPC), [REDACTED] SA/RECD/OL, and the undersigned met with Mr. Bob Gresham of the Project Review Division (NCPC) on 18 August 1977 to further discuss the proposed Agency recreational project to determine more specific NCPC requirements for Agency submissions and the NCPC review process.

2. Mr. Gresham was given an orientation on all aspects of the proposed project and he made several constructive comments regarding the location of the gravel access road and the gravel 20-car parking area. He mentioned that we should consider locating the gravel access road further south by expanding what appears to be an existing path or small vehicle road adjacent to the West Parking Lot north perimeter fence and relocating the parking lot away from the adjacent Department of Transportation (DOT) property which is located to the north of the proposed recreational facilities site. He also advised that if for some reason we required the parking lot and roadway adjacent to the DOT site that we should provide a barrier of trees between these facilities and the DOT property.

3. With regard to the NCPC process, with which the Agency must comply, Mr. Gresham provided us with a list of procedures and a further explanation of the more specific submissions required of the Agency. These requirements will include a memorandum to NCPC generally addressing and identifying the scale

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and content of project; a statement indicating the project is intended for the interim use of the site and that such interim modifications will not interfere with the future intended use of the land per the previously approved preliminary master plan; a statement addressing environmental assessment of the project and indicating whether the project will have environmental impact upon the environment; a statement which ensures that the site is not a historical landmark and this project is in compliance with Historic Preservation Legislation PL 89-665; and a statement indicating the Agency's desire as to whether this review be held in public committee hearings or in private executive session and the rationale for such.

4. Mr. Gresham further advised that we must provide NCPC with an environmental assessment of the project, existing and proposed site use plans, existing and proposed landscape plans, and existing and proposed topographic drawings. The above memo, the environmental assessment, and drawings will be submitted to NCPC for their internal staff review by the deadline submission dates established and listed at the end of this memorandum. Each month following three weeks and one day from a deadline submission date, the review process and NCPC commission hearings will be held with final approval or disapproval. Upon receipt of the above documents and during this three week and one day period, the NCPC staff will perform an initial review and prepare an agenda of projects to be accomplished in the immediate NCPC regional jurisdiction for submittal to the Planning Director of NCPC. He in turn, in scheduled monthly meetings with planning directors of all the local government jurisdictions who are members of the Counsel of Governments (COG), will inform them of the list of proposed projects in this regional area. The members of the meeting will be informed as to whether the project is a change in the master plan concept or whether it is an interim use of the site in each instance. Mr. Gresham mentioned that normally, if the project is an interim use of the site with no effect upon an originally approved master plan, no further questions are asked by the participants in this meeting. However, if further information is desired, Mr. Gresham would be contacted by the local planning representatives and further information regarding the project would be provided. Following this procedure, the NCPC staff would make its recommendation to the Commission and schedule the hearings within the period of three weeks plus one day.

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5. Mr. Gresham informed, that if the staff recommended commission approval of the project, the project would be placed on the commission consent agenda which will result in commission approval at a formal hearing without further presentation or discussion of the project. Mr. Gresham asked if the Agency would be interested in public hearings or a hearing in executive session. I indicated that the previous commission hearings were conducted in private executive session and I believed that these hearings may be desired under the same arrangement. I agreed that if the Agency so desired this arrangement that the appropriate justification would be provided in the covering memo to be sent to NCPC.

6. With regard to timing of these hearings, the following submission deadline dates and related commission hearing dates are provided to delineate the periods of time in which the NCPC review and approval process can occur depending upon the timing of our formal submission to NCPC:

<u>Deadline</u>	<u>Meeting Date</u>
17 August	8 September
14 September	6 October
12 October	3 November
9 November	1 December

7. Mr. Gresham encouraged us to contact him while we are in the process of preparing the required documentation and to refer to two members of his staff for any assistance regarding the scale and scope of the environmental assessment that will be necessary. In view of the potential impact of this project on the DOT facility and as a courtesy to them as neighbors, Mr. Gresham also recommended that we so advise them of our intended recreational project. Although he did not mention the National Park Service (NPS), it would appear that they also would have to be notified since they are our neighbors.

8. Mr. Gresham mentioned that the NCPC organization and officials of the NCPC have changed in structure and position since the last time they dealt with the Agency on the preliminary master plan. In discussions with his superior, Mr. Oberland, Director of the Project Review Division, he requested

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a tour through the Headquarters site sometime in the near future and suggested a 9 September 1977 date. I agreed that it would be a fine opportunity to show both Mr. Oberland and Mr. Gresham our site and I would be very happy to do so.

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OL/RECD [REDACTED] 2 Aug 77)

16 AUG 1977

MEMORANDUM FOR THE RECORD

STATINTL

FROM: [REDACTED]

Chief, Real Estate and Construction Division, OL

SUBJECT: Status of Efforts re Implementation of Recreational Facilities at Headquarters Compound

REFERENCE: Memo dtd 8 Jul 77 to DCI fm OGC, DDA, DDCI,
subject: Facilities for Physical Conditioning
and Recreation (OL 7 3638, DDA 77-3952,
ER 77-4297, OGC 77-4369)

1. Per guidance and direction from the Director of Logistics, I was requested to inquire as to whether or not National Capital Planning Commission (NCPC) review of the proposed recreational facilities project at Headquarters was required prior to such implementation. On 17 August I telephoned Mr. Charles Conrad, Executive Director of the National Capital Planning Commission, to reestablish previous relationships developed during our coordination of the Agency Master Plan and to inquire of any present NCPC requirements relative to the proposed recreational facilities.

2. Mr. Conrad was informed that we intended to utilize part of the 43 acres of land, previously exsessed from the Department of Transportation to the Agency, for the implementation of several recreational facilities. He was advised that these recreational facilities would include a softball field and a combination soccer/football field both of which would occupy the same open grass area and requiring minimal elimination of trees on their periphery. He was also informed that the remaining recreational facilities would include an asphalt-paved basketball court which would double as a volleyball court, a handball court which will displace a number of trees, a narrow crushed-stone access road, and a 20-car crushed-stone parking area. Mr. Conrad stated that if it were only a softball field and a football/soccer field that were involved, he would not require any further action from the Agency, but since we are considering several "formal structures" such as a paved basketball court, handball court, parking area, and access road, that he would like formal notification by the Agency. He further explained that this notification of proposed work is required since NCPC is responsible to inform and coordinate with local jurisdictions, (i.e. Fairfax County) such proposed "facility structures" of any scale or size in common use for recreation and local government jurisdiction.

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Facilities at Headquarters Compound

3. Accordingly, Mr. Conrad recommended I discuss the matter with a Mr. Bob Gresham of the Projects Review Division at NCPC and prepare a memorandum from the Agency to NCPC indicating our proposed scale of work and the fact that it is an interim use of the site which will not hinder or affect the future implementation of the previously approved Preliminary Master Plan. It was understood that NCPC would review this interim land use proposal in commission hearings and then coordinate the contemplated work with Fairfax County planning officials. Mr. Conrad suggested that the memorandum be made reasonably general in nature. He mentioned that he would bring this subject to Mr. Gresham's attention and that Mr. Gresham should expect communications from me on the matter. I will meet with Mr. Gresham on Thursday, 17 August to discuss the proposed project in more detail.

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